



What is Autosummarize?

AutoSummarize identifies the key points in a document for you to share with others or quickly scan.

AutoSummarize determines key points by analyzing the document and assigning a score to each sentence. Sentences that contain words used frequently in the document are given a higher score. You then choose a percentage of the highest-scoring sentences to display in the summary.

AutoSummarize works best on well-structured documents such as reports, articles, and scientific papers.

Ways to Use Autosummarize

To create a summary for others to read, use AutoSummarize to have Word copy the key points and insert them into an executive summary or abstract.

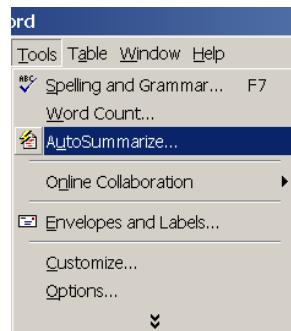
To read a summary of an online document, you can display the document in AutoSummarize view. In this view, you can switch between displaying only the key points in a document (the rest of the document is hidden) and highlighting them in the document. As you read, you can also change the level of detail at any time.

To use AutoSummarize keywords and sentences outside of a document, you can have AutoSummarize copy high-scoring keywords and sentences to the **Keywords** and **Comments** boxes (respectively) on the **Summary** tab (**File** menu, **Properties** command). You can then use these file properties to search for files or to check the content of a file without opening the file.

Important Complying with all applicable copyright laws is your responsibility. You should review the accuracy of any summary because it is, by its nature, not the entirety of the work.

Create an Automatic Summary of Key Points for Others to Read

1. On the **Tools** menu, click **AutoSummarize**.



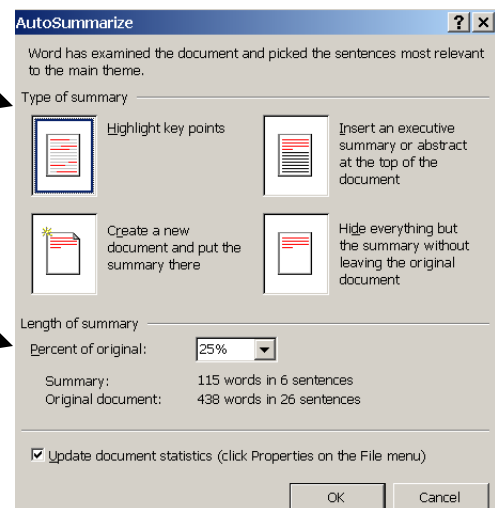
Note: The document, report, journal, etc. has to be in Microsoft Word. You will need to copy and paste web pages in to Word in order to use the Autosummarize Tool.

2. To cancel a summary in progress, press ESC.

3. Under **Type of summary**, click the way you want to display the summary: **Insert an executive summary or abstract at the top of the document** or **Create a new document and put the summary there**.

4. In the **Percent of original** box, type or select the level of detail to include in the summary.

5. If you don't want AutoSummarize to replace your existing keywords and comments on the **Summary** tab in the **Properties** dialog box (**File** menu), clear the **Update document statistics** check box.



Tip Once you've created the executive summary or abstract, it's a good idea to review the summary to make sure it covers your document's key points. If it doesn't, click **Undo** to delete the summary. Then repeat the previous procedure and choose a higher percentage of the original document. Or you can modify the summary yourself. Keep in mind that the summary text is a "rough draft" and you'll probably need to fine-tune it.